



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
Unit 25850, Box 10
APO AE 09033

IMSW-ZA

0 2 APR 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum # 01-33, Installation Bar Letters for Chaptered Soldiers.

1. References:

- a. Army Regulation (AR) 190-16, Physical Security, 31 May 1991.
- b. Army Regulation (AR) 190-45, Law Enforcement Reporting, 30 March 2007.
- c. Army Regulation (AR) 600-20, Army Command Policy, 18 March 2008.
- d. Army in Europe (AER) Regulation 27-9, Misconduct by Civilians, 22 November 2011.
- e. Army Regulation (AR) 635-200, Active Duty Enlisted Administrative Separations, 26 June 1996.

2. Purpose: To establish the policy, requirements, and procedures for responding to Soldiers being chaptered out of the military that are stationed outside of the continental United States (OCONUS).

3. Applicability: This policy letter applies to all Soldiers stationed in and supported by the United States Army Garrison (USAG) Schweinfurt. It prescribes procedures for Soldiers being chaptered through the operation of the centralized installation out-processing clearance system at USAG Schweinfurt, Building 40, Conn Barracks. Policies in this memorandum apply to all Soldiers that are being chaptered from the Schweinfurt community and returning to the continental United States (CONUS).

4. Authority: Under the authority of AER 27-9, the Garrison Commander has the authority to issue a bar letter to Soldiers that are being chaptered out of the military from the USAG Schweinfurt community.

5. Area of Responsibility: A representative of each chain of command will provide the Garrison Commander (CMD) and the Department of Human Resources (DHR) a weekly list of all Soldiers whose chapter is finalized. The DHR will then generate a local bar letter for the CMD's signature and approval. After the CMD signs the local bar letter, a copy of the letter will be provided to the Soldier's chain of command. A representative of the Soldier's chain of command will personally deliver the bar letter to the Soldier. A command representative will also provide a copy of the signed bar letter to the Provost Marshal Office (PMO) to initiate a Suspension of Favorable Personnel Action (FLAG) in the Installation Access Control System

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(IACS). The PMO will place the Soldier into the IACS system with the verbiage: Soldier/ or name; no longer has affiliation to United States Army stop call Law Enforcement. The PMO will notify Host Nation Law Enforcement and the Customs Office of all Soldiers who have no affiliation with the Army, ensuring applicable agencies are aware of this action and that these personnel will be subject to host nation law. Once the initial bar is in place, DHR will provide a request to IMCOM-E to institute a USAREUR wide bar for all locally barred personnel.

6. Policy: Soldiers that are being chaptered out of the military will be barred from the community immediately after separation. In appropriate cases, the Garrison Commander can impose a temporary or permanent bar of personnel because of misconduct. Baring will prevent individuals from legally accessing U.S. military installations within Europe.

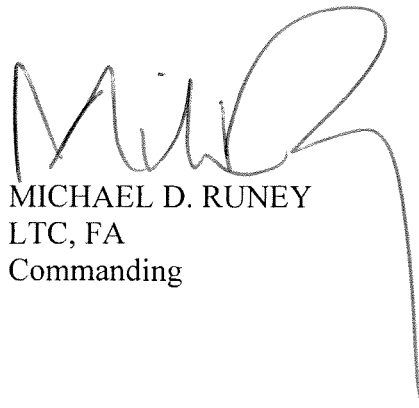
a. Units will ensure that chaptered Soldiers complete unit clearance procedures and upon final out-processing, that each Soldier depart Germany expeditiously. Certain chapters require an escort of E-5 and above for Soldiers in the rank of E-4 and below. If a Soldier is E-5 and above, the escort must be of equal rank or higher. The chapters that require an escort are as follows: Chapter 5-13, 5-17, 9, 10, 13, 14, and 18.

b. Chaptered Soldiers must depart from Schweinfurt using the Patriot Express, which departs from Ramstein Air Force Base.

c. Escorts must ensure chaptered Soldiers arrive at Ramstein Air Force Base two hours prior to the scheduled flight departure time. Escorts must also ensure each Soldier boards the plane and that the plane departs the air field.

d. This policy applies to Soldiers who have been separated for misconduct because of minor disciplinary infractions, patterns of misconduct, commission of serious offenses, conviction by civil authorities, desertion, absence without leave, or more serious offenses and crimes.

7. The proponent for this policy is the Directorate of Emergency Services and Department of Human Resources, USAG Schweinfurt.



MICHAEL D. RUNEY
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Commanding

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